# End of the Day Issues

What do you do when certain things don't add up at the end of the day while following your Closing of the Polls procedures? You consult the Troubleshooting Binder!

# Summary Report is NOT Zero

**If the Ballot Summary Report Line L does not balance as expected and the Chair and Co-Chair do not know why\*, then the Precinct Team should start these 3 procedures:**

1) Notify your Superchair of problem

# I. E Poll Book Check

1) Review E Poll Book End of Day Guide
   a. Make sure all lines of the Ballot Summary are completed, especially Line A which should not have been altered without Clerk's Office approval
2) Review *E Poll Book List of Voters Report* to look for skipped ballot numbers

**Note:** using the Tab key will move the cursor through all of the required fields starting at Line D

# II. Tabulator Check – (2 or more Inspectors)

1) Check all 3 bins of the tabulator again to collect all ballots
2) Count all tabulated ballots by hand in groups of 25
   a. If the total number of ballots does NOT equal tabulator count, then ballots need to be re-fed. **Notify Superchair and Clerk's Office immediately to request tabulator reset**.

# III. Applications to Vote Check (1 or more Inspectors)

1) In order by voter number, stack applications to vote in groups of 25
   a. If the Applications to Vote count does NOT equal tabulator count or the E poll book count, then review *E Poll Book List of Voters Report* to look for skipped ballot numbers

**Note:**
Please "make a remark" in E Poll Book of any or all of these procedures were completed. Once all of these and all other closing steps are completed, then the precinct team can be dismissed.

*\*If precinct chair is aware that the ballot balance check is off during the day and explanation is recorded as an E Poll Book Remark, then it is possible that these steps will not be required to be completed. Please consult with your Superchair to confirm.*

## Duplicating Ballot Procedures:

Duplications are not made until after 8:00 p.m.  A ballot must be duplicated if the voter is no longer present and:

- o the ballot was marked with a marking tool that the tabulator does not recognize; <u>or</u>
- o the voter attempted to correct the ballot by crossing out or erasing markings; <u>or</u>
- o ballot is defective

Often these ballots will be found in the Write-In Bin, the bin must be checked every election for accidental write-in votes.

## Duplicating Procedure:

- Two Inspectors of different parties must work together
- Write "original" and sequence number on voter marked ballot
- Write "duplicate" and matching sequence number on replacement ballot
- One inspector reads votes from original ballot while other inspector marks duplicate ballot
- Do not record invalid write-in votes on duplicate
- Do not record invalid/stray marks
- Do not record erasures/clearly crossed out marks
- Record all other marks, *even overvotes*!
- Trade ballots and repeat to confirm duplication

## Validity Standard:

- Michigan is not a "voter intent" state
- Valid mark –
  - o there must be a mark in the designated target area of the ballot and

- o the mark is consistent with other marks on the same ballot
- Invalid mark –
  - o there is no mark in the designated target area of the ballot
    or
  - o the mark is inconsistent with other marks on the same ballot
- Corrections are allowed

-- OPTECH SYSTEMS --

**Examples of Valid Optical Scan Ballot Markings**

STANDARD: There is a mark within the "target area" designated for casting a vote and it is "clearly evident that the intent of the voter was to cast a vote."

/MISTAKE
COUNTS FOR
TOP POSITION ONLY
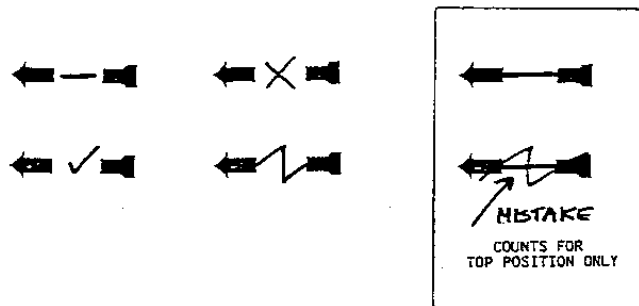
**Examples of Invalid Optical Scan Ballot Markings**

STANDARD: A mark does *not* appear within the "target area" designated for casting a vote.

or

STANDARD: A mark appears within the "target area" designated for casting a vote but it is *not* "clearly evident that the intent of the voter was to cast a vote" when the mark is compared to other votes cast on the ballot.

YES

X

COUNTS FOR
TOP POSITION ONLY
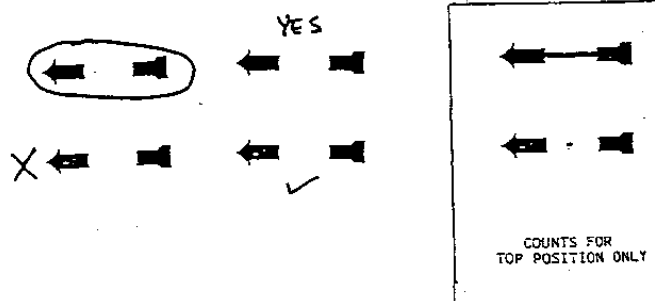
b9-markings.orb

# Write-In Votes:

Determine if the write-in vote is valid. **The chairperson will be notified with a letter from the Clerk's office, which will come with the E-Poll Book supplies, if there are any Write-In Candidates; if there are no candidates, ignore all write-in votes**. If there are Write-In Candidates, follow the steps below. To be valid the voter must have:

- written in the name of a candidate that has officially "Declared his or her intent to seek office as a write-in candidate"
- cast the vote by completing the corresponding arrow
- **REMINDER: variations of the name should be listed separately**
- Determine if a valid write-in vote caused an "overvote"
- In a partisan primary, if a valid write-in vote caused a "crossover vote" do not enter the name on the Write-In page of the Poll Book. Put the ballot with all the other voted ballots.
- Determine if invalid write-in vote caused a "false" overvote or crossover vote, manually adjust all three Totals Tapes
  - overvote – Record a +1 next to the name of the candidate(s) printed on the ballot
  - Crossover vote (partisan primary only) – Record a +1 next to the name of each of the parties candidates that are entitled to receive a vote
  - 

## Declared Write-In Candidate Information

- Enter on this form the total write-in votes cast for each office and candidate, if any, from the Write-In Tally page in the Poll Book